

**Public Safety Communications Advisory Commission (PSCC)
Statewide Interoperability Executive Committee (SIEC)
Summary of Minutes - Regular (Joint) Public Meeting**

Wednesday, January 28, 2009

PSCC Voting Members Present

- Max Ivey, Interim Director, Government Information Technology Agency (Chairman)
- Amy Brooks, Captain, Apache Junction Fire Department
- Hal Collett, Sheriff, La Paz County Sheriff's Office/Arizona Sheriff's Association
- Tracy Montgomery, Assistant Chief, Phoenix Police Department
- Patrick Quinn, Deputy Chief, Tucson Fire Department
- Kathleen Robinson, Assistant Chief, Tucson Police Department
- Dan Wills, Battalion Chief, Sedona Fire District
- Mike Worrell, Captain, Phoenix Fire Department
- Leesa Berens Morrison, Director, Arizona Department of Homeland Security *[Note: Ms. Morrison left the meeting at 1:55 PM. Votes on Minutes and Demonstration Project Closure were conducted before she left the meeting. In addition a quorum still existed after she left. Mr. Morrison had Lisa Hansen, AZDOHS Assistant Director attend and represent her office during the rest of the meeting.]*

PSCC Voting Members Absent

- Danny Sharp, Chief of Police, Oro Valley Police Department
- Dewayne Woodie, Fire Chief, Ganado Fire District/EMS
- Jan Hauk, Past President, Arizona Fire District Association Representative
- Michael Brashier, Communications Manager, City of Casa Grande

SIEC Voting Members Present

- Mark Venuti, Director, Guardian Medical Transport (Co-Chair)
- Ken Leighton-Boster, Private Industry
- Scott Tillman, Supervising Telecom Engineer, AZ Department of Public Safety

SIEC Voting Members Absent

- Paul Wilson, Captain, Pima County Sheriff's Office (Co-Chair)
- Pete Weaver, Emergency Manager/LEPC Coordinator, Pinal County Public Works
 - Representative Attended: Jay Vargo, Pinal County, IT Radio Communications Department

Government Information Technology Agency (GITA) & GITA, Public Safety Interoperable Communications (GITA-PSIC) Office Attendees:

- Lisa Meyerson, Arizona Statewide Interoperability Coordinator & Manager, Public Safety Interoperable Communications (PSIC) Office
- Michael Todd, PSIC Outreach Manager, GITA-PSIC
- Ronald Sober, PSIC Oversight Manager, GITA-PSIC
- Regina Bernal, PSIC Support Specialist, GITA-PSIC
- Justin Turner, PSIC Operations Manager, GITA-PSIC
- Joyce Raschiatore, Project Oversight Manager, GITA
- Emilie Sundie, Project Manager, GITA

PSIC DPS Adviser

- David Felix, Executive Officer, AZ Department of Public Safety (DPS) representing Roger Vanderpool, Director, DPS

Call to Order and Roll Call

The meeting was called to order at 1:04 PM by Chairman Max Ivey, Interim Director of the Government Information Technology Agency. Chairman Ivey thanked Commissioners and Members for attending and gave an overview of his experience in government and information technology. Chairman Ivey explained that following the resignation of Chris Cumiskey as GITA Director, he has been appointed Interim Director of GITA by Governor Brewer. He advised members of the public regarding the process for submitting comments. Roll call was taken by Ms. Regina Bernal, PSIC Support Specialist, as noted above and a quorum of both the PSCC and SIEC were declared present.

Approval of Joint PSCC/SIEC Minutes from October 29, 2008,

Chairman Ivey asked for comments on the October 29, 2008 meeting minutes. Hearing no comments from either PSCC or SIEC, PSCC Commissioner Patrick Quinn made a motion to approve the minutes. The motion was seconded by PSCC Commissioner Dan Wills. The motion was unanimously carried by members of PSCC and SIEC and the minutes were approved.

Demonstration Project

Presenter: Lisa Dee Meyerson, PSIC Manager

The DPS/PSCC Demonstration Project was designed to implement 700/800 MHz interoperable communications in accordance with Federal P25 standards, to provide a proof-of-concept for possible future direction for interoperability within the State.

Lisa Meyerson, Statewide Interoperability Coordinator and Manager of the Public Safety Interoperability Communications Office presented a review of handouts in regard to the Demonstration Project as follows:

- DPS Recommendation Memorandum dated September 2, 2008
- City of Phoenix Demo Project Update dated November 20, 2008
- Summary of November 20, 2008 Demo Project Discussion at Statewide Stakeholders Workshop

Executive Officer David Felix spoke about how the project had value. In the memo dated September 2nd, DPS had recommended that the project be placed on hold. DPS concurred with the recommendation that the project now be closed, especially in light of current budget constraints.

Commissioner Tracy Montgomery spoke about the value of the project from the perspective of the City of Phoenix but agreed that the project was ready to be closed at this time.

SIEC Member Scott Tillman suggested that the Commission hear from Mr. Greg Wilkinson of Yuma who worked on the Demonstration Project. Mr. Wilkinson was acknowledged by the Chair and given the opportunity to address the Commission and Committee. He emphasized the value that was received from the project. While acknowledging that all hopes for the project were not met and that he would have liked to have seen the project progress further, he emphasized the on-going value the equipment and relationships developed during the project were providing to communities, including his. He expressed interest in building on these relationships over time. He concurred with comments that had been made that the project should be closed at this time.

Commissioner Wills asked if it would be time to request a motion on the project. Ms. Meyerson suggested that Ms. Joyce Raschiatore, GITA Project Oversight Manager should make a presentation first.

The Chair acknowledged Ms. Raschiatore, who presented slides summarizing the project from the perspective of GITA's Project Investment Justification Oversight. She identified the deliverables met, summarized the project finances and informed the committee that the project was placed on hold (from a project monitoring perspective) after receipt of the DPS memorandum referred to above.

Chairman Ivey called for further discussion.

After some discussion, a motion to approve the recommendation to close the project was made by Commissioner Morrison. The motion was seconded and unanimously carried.

Enhanced State Agency Interoperability

Presenter: Kevin Rogers, Manager, Wireless Systems Bureau, AZ Department of Public Safety

Mr. Rogers provided an update on the \$2.2 million PSIC grant that the Wireless Systems Bureau of the Arizona Department of Public Safety (DPS) was awarded in March 2008. The project to enhance state agency public safety interoperability was originally intended to purchase subscriber units for DPS and the AZ Department of Transportation (ADOT). DPS currently uses UHF for its operable communications system, but also works with other groups around the state that utilize VHF and 700/800 MHz, including ADOT and many of the DPS task forces that have members from local, tribal and federal agencies.

In light of the recent availability of multi-band subscriber units, DPS is interested in establishing an evaluation process to determine the feasibility of applying that new technology to address its interoperable communication needs. With part of the grant funding, DPS would also like to expand basic 700 MHz coverage out to other populous areas of the state, to accommodate the two hundred 700/800 MHz portable subscriber units that DPS has assigned to some of their task forces and the 65-75 mobile units that ADOT owns which are 700 MHz capable. This will allow DPS to interoperate in other parts of the State with the same type of high-level connectivity as has been successfully engineered between the DPS UHF and the Yuma 700/800 MHz systems.

Mr. Rogers indicated he will keep the Commission apprised on this activity either at the July meeting or sometime thereafter.

Commissioner Wills expressed his support for the timeliness of this approach, pointing out that multi-band radio technology was only a theory when the PSCC was formed, but that it might now be a timely way to deliver interoperability.

Governance Issues

Presenter: Lisa Dee Meyerson, Manager, PSIC Office

Ms. Meyerson provided an introduction to this subject and directed Commissioners and Committee Members to handouts addressing the following topics, for which summary discussion has been captured.

Governance Definition and Current Framework

Executive Officer Felix of DPS asked what would be governed if we were not continuing with development of a statewide system, and suggested that the Governance Committee might address that question when it met.

Ms. Meyerson suggested that based on federal guidance we need to develop governance for the way we are operating now and then let governance evolve as interoperability evolves. We will address rules of the road, templates and protocols that will help us work together.

Commissioner Montgomery added the clarification that some areas have their own systems, but other areas might contract with the State to provide their radio services and in that case the State would be their representative for radio communications. Some systems in Arizona are more evolved than the State system. She expressed the concern that the State doesn't have the resources to manage a system of systems and the governance model that comes with it. Even as local systems bring other users on, the level of operability and interoperability varies by county and region.

Commissioner Wills suggested governance may be a consortium of governing entities rather than the State having some master controlling position over it.

Executive Officer Felix agreed, saying that for now, it can be a template or set of protocols useful for enhancing interoperability, and there would be some standards for interaction and what agreements are needed.

Executive Officer Felix also suggested that there is a need for a working group to look at the State system as a whole, so that individual State agencies work toward the same improvements, and that there is a State agency group that interacts with the other regions.

Commissioner Montgomery suggested that the starting point would be consensus on what the system looked like, and that individual systems would be built to allow the vision of the interoperable system to develop.

Ms. Meyerson stated that the PSIC Office would review the previous work done by the Governance Committee and that the Governance Committee can discuss how to apply that work to today's environment. The hope was that all of the previous members of the Governance Committee will continue with the Committee; additional volunteers should contact the PSIC Office.

Quorum Note: Director Morrison left the meeting at 1:55 PM. A quorum of 8 members remained after she left. She advised that Ms. Lisa Hansen, AZDOHS would represent her for the remainder of the meeting.

NGA Policy Academy and OEC Governance Guide

Arizona was one of six states awarded a small grant to participate in the NGA Policy Academy: Focus on Governance. Commissioners Dan Wills and Pat Quinn had volunteered to join Mike Todd and Lisa Meyerson to represent Arizona at the two-day Policy Academy.

Commissioner Wills commented that the states represented at the Academy were in various stages of development, and Arizona was in the middle of the range. They learned that governance isn't easy, but is the foundation for everything else. Outreach is an important component of governance, and Arizona has to get everyone involved down to the lowest level.

Commissioner Quinn credited Minnesota with being ahead because of extensive funding it had received. He felt it was encouraging to see that Arizona is on the right track even though there is a long way to go.

Ms. Meyerson presented the five “lanes” of the SAFECOM Interoperability Continuum discussed at the Academy: 1) Governance, 2) Technology, 3) SOPs, 4) Training, and 5) Usage/Outreach. These are the areas that will be utilized to track the State’s progress regarding the Statewide Communications Interoperability Plan (SCIP). Each lane has a continuum going from non-existent to very robust – Arizona is starting about half way up the lanes.

The PSIC Office had developed a Governance Model that we took to the Academy as a starting point. Now we need to figure out what should be added or changed, what activities belong with each organization that is part of the Model and what the relationships between organizations are or should be.

Ms. Meyerson raised the following issues with the members:

- To enhance regional group involvement, what kind of regional groups could formally be a part of Arizona’s Governance Model?
- Should there be a State agency interoperability committee.
- Should we pursue further federal participation in our efforts?
- How do we work more effectively on tribal and border initiatives?

Ms. Meyerson stated that PSIC will be developing a timeline for tackling these governance issues over the next six months. She also noted that another area needing broader participation is the operational and technical workgroups of the SIEC. She advised that PSIC staff have interest forms for people willing to join these workgroups.

Ms. Meyerson also advised that there is a new federal Governance Guide on SCIP Implementation, developed from all the SCIPs from around the country. The Governance Guide is useful and readable and will be a good resource for the Governance Committee.

SIEC CO-Chair Mark Venuti expressed that while the governance work moves ahead, the SIEC’s work to develop the things that can be used today is important as well. There is funding for some of that work, however more involvement is needed from department and agency heads. Education in general is lacking and some areas that have AIRS coverage, for example, are unaware of its availability.

Commissioner Wills said that the structure of the SIEC is good and it can do a lot of the heavy lifting, but it needs to be fleshed out and more involved.

Ms. Meyerson stated that governance will continually evolve. Arizona is better off than many states, in that we can build on what we already have.

Public Safety Interoperable Communications (PSIC) Office Updates

Presenter: Lisa Dee Meyerson, Manager, PSIC Office

Meeting Schedules

Ms. Meyerson discussed the upcoming meeting schedule. By alternating SIEC and PSCC meetings, the SIEC can get their tasking from the PSCC, hold their own meeting to address the tasking, and then have time to complete work and report back at the next PSCC meeting. The

schedule has been laid out for the remainder of the year, barring any conflicts with other events that may make rescheduling necessary.

Meetings will be scheduled for other areas of the State to make them more convenient for attendees. The July meeting will be held in Flagstaff, and the September meeting will be held in Tucson. The PSIC Office is also working on providing some enhanced conferencing capability to allow those who can't travel to participate. The cost of meeting locations is a factor and options for other lower cost locations are being explored.

PSIC Office – Staff, Operations & Outreach

Ms. Meyerson introduced Mr. Ron Sober as PSIC Oversight Manager, Mr. Justin Turner as PSIC Operations Manager, and Ms. Emilie Sundie who is working on governance. There is currently a vacancy for a PSIC Planning Manager.

As PSIC Outreach Manager, Mr. Michael Todd will be presenting his Communication Plan at a future meeting. The PSIC Office can also supply presentations and materials for use in meetings throughout the State. Michael generally travels and will participate in meetings on request; if Michael is not available, other staff members can and will participate in Outreach efforts.

Ms. Joyce Raschiatore is the GITA Project Oversight Manager for DPS and many of the other State agencies. She has mentored PSIC Office staff and works on PSIC related matters about half of her time.

Preview of February SCIP Implementation Workshop

At the February SCIP Implementation Workshop, attendees will review the 16 SCIP Initiatives, to update and validate them and their proposed timelines. Representatives from the Federal Office of Emergency Communications (OEC) will also give a presentation about the National Emergency Communications Plan (NECP), and the need for our SCIP to align with the NECP. The work on the SCIP is important because grant funding is increasingly tied in with SCIP initiatives, and the SCIP needs to be both accurate and representative of what we plan to do. Once feedback is provided at this Workshop, the PSIC Office will move forward with the SCIP update. This Workshop is currently being planned as a five hour stakeholder meeting from 10:00 AM until 4:00 PM on February 24th, with lunch from 12:30 to 1:30. Also on the agenda will be a discussion on governance.

Technical Assistance Requests Received

Arizona submitted three Technical Assistance Requests to federal OEC and was awarded all three, including a Governance Assessment, and development of an SOP which would be used for AIRS. The largest request granted was for a federal Tabletop Exercise, which would give first responders, supervisors and communications specialists the opportunity to work on a large incident scenario in a tabletop format. Planning for the exercise will be done in the February to April timeframe with the exercise scheduled in the summer. Regions interested in hosting the tabletop were asked to contact the PSIC Office if they would like to be involved.

Comments from the Public

No comments were received from the public

Adjournment

The meeting Chairman called for a motion to adjourn both the Commission and the Committee. Commissioner Quinn motioned to adjourn the meeting, which was seconded by Commissioner Robinson and unanimously carried by PSCC and SIEC. The meeting adjourned at 2:38 PM.